

# STATE OF MONTANA

## APPLICATION *for* RESERVATION *of* NAME

**MAIL:** **BRAD JOHNSON**  
Secretary of State  
P.O. Box 202801  
Helena, MT 59620-2801

**PHONE:** (406)444-3665  
**FAX:** (406)444-3976  
**WEB SITE:** *sos.mt.gov*



Prepare, sign, submit with an original signature and filing fee.

**This is the minimum information required.**

(This space for use by the Secretary of State only)

**Filing Fee: \$10.00**

☐ **Priority Filing add \$20.00**

**PLEASE CHECK ONE BOX:**

- ☐ Assumed Business Name (30-13-211, MCA)      ☐ Limited Partnership (35-12-506, MCA)  
☐ Corporation (35-2-306, MCA)                      ☐ Limited Liability Co. (35-8-104, MCA)  
☐ Limited Liability Partnership (30-13-211, MCA)

1. The name to be reserved is: \_\_\_\_\_  
\_\_\_\_\_
2. The date the applicant intends to commence business: \_\_\_\_\_  
*For Assumed Business Name Reservation Only*
3. The name and address of the applicant is as follows: \_\_\_\_\_  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
4. A description of the business the applicant intends to transact: \_\_\_\_\_  
\_\_\_\_\_

**I, HEREBY SWEAR AND AFFIRM**, under penalty of law, that the facts contained in this Application are true.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name and Title of Applicant

- ❖ **All information provided, including names and addresses of officers and directors, will be made available on the Secretary of State's web site or upon request.**
- ❖ **There are important legal and accounting implications with respect to this corporation action. Suitable legal and accounting advice should be secured before submission. The Secretary of State's office encourages that such advice be sought prior to filling out forms to be sure that you understand the terms and procedures.**

## Application for Reservation of Name

### HELP SHEET

Use this form to verify the availability of a proposed business name. If the name is not similar to another business name already on file, the Secretary of State will reserve the name for your exclusive use.

Use this form only if you have not filed, or are not currently filing organizational documents such as registration of Assumed Business Name, Certificate of Limited Partnership, Articles of Incorporation, or Articles of Organization.

Please type or clearly print the requested information.

You may request priority filing of your document. Simply mark the ☐ priority filing ☐ box and include an additional \$20.00 with your filing fee for a total of \$30.00. Priority filing ensures that your application will be handled within 24 hours of receipt of the document by our office.

If the name of your business is not a partnership, corporation, or another such association and does not include the full legal name of each owner, the business name must be registered as an Assumed Business Name (ABN). Nicknames are not considered part of an individual's legal name and any business name using such must register an ABN. (30-13-201, MCA)

#### Item 1

When listing the name to be reserved, please type or print clearly. Emphasize the spaces in the name, especially between initials.

An applicant for an assumed business name may not use a business name identifier that incorrectly states the type of entity that it is or incorrectly implies that it is a type of entity other than the type of entity that it is. (30-13-202, MCA)

A fictitious name may be registered if the corporate name of a foreign corporation is unavailable for use in Montana. (35-2-305, MCA)

#### Item 2

A name may only be reserved for up to 120 days before the business intends to commence. (30-13-211, MCA)

Upon completion, mail this form with an ORIGINAL SIGNATURE and the correct filing fee to the Secretary of State, PO Box 202801, Helena, MT 59620-2801. **Make checks payable to the Secretary of State.**

The Secretary of State will send a letter of acknowledgment to you once your document has been filed with our office.

If you have any questions regarding this form, please contact the Secretary of State, Business Services Bureau at (406) 444-3665.

- ❖ **Please be advised that the Business Services Bureau of the Montana Secretary of State will process your business documents within 10 working days of initial receipt. During this period if it's determined that your document doesn't meet statutory requirements, a letter outlining the deficiencies will be returned to the original submitter. If the document is complete and correct, the document will be filed and an acknowledgment copy showing completion returned to the original submitter.**